

STATE OF MARYLAND

EXECUTIVE DEPARTMENT

MARTIN O'MALLEY

GOVERNOR



ANTHONY G. BROWN

LIEUTENANT GOVERNOR

STATE OFFICE BUILDING, 15TH FLOOR
301 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201

GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM

MAIN NUMBER 410-767-1216
FAX 410-333-5957
TTY 410-333-5181
TOLL FREE 1-800-321-VOLS
www.GOSV.maryland.gov

★★ Job Announcement ★★

**Governor's Office on Service and Volunteerism (GOSV)
GRANTS COORDINATOR**

Background: The GOSV Grants Coordinator will work closely with the Director and GOSV staff to track, evaluate, and continuously improve AmeriCorps grant awards and programs.

Responsibilities: This is a full-time position. The Grants Coordinator may spend up to 25% of his/her time in the field (at site visits, grantee events, etc.). Core duties will include:

- Assist with selection and monitoring of grantees (application review and award negotiation, site visits, monitoring reports, and continuous improvement coaching)
- Document and report on program and member issues
- Monitor all AC regulations and distribute to grantees
- Support grant-making and outreach activities of the Governor's Commission on Service and Volunteerism
- Help coordinate state-wide events and volunteer recognition activities

Salary and Benefits: Commensurate with experience; full State of Maryland benefits

Qualifications:

- Minimum Bachelor's degree in relevant subject
- Demonstrated knowledge of and experience with use of technology to manage communications and program information
- Strong task completion and project management experience
- Excellent verbal and written communication skills
- Access to reliable transportation

Start Date: August/September 2012

To Apply: Submit cover letter and resume to Barbara Reynolds, GOSV Director, breyolds@gosv.state.md.us, no later than June 30.